

**Disaster Assistance Employee (DAE)
Position Description for Joint Field Office (JFO) assignment
Hazard Mitigation Hazard & Performance Analysis Team Leader**

Major Duties and Responsibilities:

- Works under the direction of the HPA Group Supervisor and provides leadership, direction, and coordination for hazard mitigation technical support of the team for which they are responsible
- Establishes goals for the team in consultation with HPA Group Supervisor
- Directs team members in accomplishing goals; provides technical and programmatic training and direction to team members
- Demonstrates management and supervisory skills, including goal setting and achievement, setting and meeting deadlines, and ensuring access to required resources, materials, and equipment as well as contractor support
- Demonstrates ability to provide staff evaluation, coaching, leadership, and problem resolution
- Coordinates with State and local officials and other internal and external stakeholders and maintains technical partnerships to promote disaster-related data sharing and analysis and to document successes and lessons-learned
- Handles administrative tasks including time cards, staff evaluations, and control of travel assignments
- Coordinates activities with the other HPA Team Leaders and reports to the HPA Group Supervisor
- Serves as subject matter expert in one or more of the specialties listed below:

Duties by Specialty Category may apply to some positions, please indicate experience in any category

HPA Scientific Research Team Leader – Manages HPA Scientific Research Team, whose activities may include:

- Conducts economic analysis to assess disaster impacts; supports long-term recovery efforts; develops losses avoided studies; and provides support for, or conducts, benefit-cost analyses
- Performs architectural design and review of projects, plans, and contracts; understands failures and recommends appropriate solutions
- Reviews current codes and recommends building code changes
- Prepares and presents report results and presentations to diverse audience types on disaster damage assessments, building code and performance issues, construction techniques, engineering analyses, Geographic Information System (GIS) and HAZUS reports, economic analyses, and loss estimations
- Analyzes availability and adequacy of construction materials and capability of building contractors in disaster affected areas
- Develops building performance studies to evaluate the effectiveness of current building codes and recommend code changes
- Evaluates direct and indirect social and economic disaster impacts
- Provides training in and/or conducts benefit-cost analyses for Hazard Mitigation Grant Program (HMGP) and Public Assistance (PA) Division projects

- Monitors Hazard Mitigation Technical Assistance Project (HMTAP) task orders, contracts and Interagency Agreements
- Gathers, evaluates, and presents engineering analyses of disaster-impacted infrastructure and residences; assess performance of critical facilities (e.g., hospitals, fire departments, sewage lift stations) and other public buildings
- Gathers, reviews, and provides analyses of GIS products; liaison with other agencies
- Develops and provides GIS data and support to support mitigation activities at all levels, including situation reporting, and damage prediction and assessment
- Operates HAZUS loss estimation software and reports to diverse audiences; provides training in HAZUS use, capabilities, and benefits
- Surveys high-water marks, first floor elevations, and stream cross-sections, and assists in establishing flood frequency profiles and determining base flood elevations
- Researches and develops risk and vulnerability analyses of multi-hazards, and coordinates with GIS staff and other resources in developing technical reports

HPA HMGP Support Team Leader – Manages HMGP Support Team, whose activities may include:

- Conducts benefit-cost analysis for HMGP projects
- Conducts preliminary engineering analysis of proposed HMGP projects
- Evaluates direct and indirect social and economic disaster impacts to assist with multi-hazard planning, and conducting benefit-cost analyses
- Conducts and analyzes engineering and technical data, including HAZUS, to support appropriate development of mitigation opportunities and prioritization, to assist in development of HMGP projects and multi-hazard planning
- Develops strategy for expedited technical review of HMGP applications, in close coordination with the State technical review team
- Serves to integrate with HM Planning Team, risk analysis in Section 322 predisaster plans, with HPA operations and any post-disaster refinement of risk analysis with which to update planning perspective.
- Evaluates HMGP applications for technical viability, mitigation effectiveness, and assesses benefit-cost analysis
- Monitors HMTAPs, contracts and Interagency Agreements

HPA 406 Mitigation Support Team Leader – Manages 406 Mitigation Support Team, whose activities may include:

- Works with the Infrastructure Branch Public Assistance (PA) Program, assisting PA Coordinators and Project Officers in identifying appropriate hazard mitigation; develops HM proposal ensuring technical viability and mitigation effectiveness; conducts training for staff, as needed
- Assists PA staff in evaluating unusual site-specific circumstances where enhanced mitigation may be technically sound and cost-effective
- Performs architectural design and review of projects, plans, and contracts; understands failures and recommends appropriate solutions
- Reviews projects, plans, and other documents for compliance with Federal, State, and local code requirements, and FEMA program compliance
- Gathers technical information and conducts analyses, such as developing Mitigation Assessment Team reports or loss avoided studies

- Analyzes availability and adequacy of construction materials and capability of building contractors in disaster affected areas
- Develops building performance studies, supporting the Mitigation and Infrastructure Support Branches
- Evaluates direct and indirect social and economic disaster impacts
- Conducts benefit-cost analyses and NEMIS review for PA (406) mitigation projects
- Monitors HMTAPs, contracts and Interagency Agreements
- Gathers, evaluates, and presents engineering analyses of disaster-impacted infrastructure and residences

Knowledge, Skills, Abilities and Experience Required:

- Expert knowledge of engineering principles as it relates to hazard mitigation
- Working knowledge of hazard mitigation grant programs and the recovery assistance programs for public infrastructure is desirable
- Working knowledge of technical data requirements for post-disaster reconstruction
- Working knowledge of building codes, construction practices, and materials
- Working knowledge of research methodologies, technical writing, and presentation of technical analyses
- Basic knowledge of flood insurance
- Working knowledge of GIS and HAZUS-MH
- Fully qualified in one or more of the staff positions in the HPA HMGP Support Team, HPA 406 Mitigation Support Team, or HPA Scientific Research Team
- Expert interpersonal skills, such as leadership, communication (to include public speaking) and administration, including ability to optimally utilize available human resources
- Experience in conducting quantitative and qualitative analysis
- Demonstrates ability to develop reports that evaluate risk and vulnerability from natural, technological, and civil hazards using accepted research and design methodologies
- Demonstrable ability to development of hazard mitigation grant projects
- Demonstrates understanding of various points of view from Federal to State to private contractor and the ability to use that understanding to build consensus related to projects and contracts
- Demonstrates ability in review of technical writing and analysis of technical studies and reports
- Ability to operate a computer and use Microsoft Office® programs
- Ability to read and interpret hazard analysis maps, Flood Insurance Rate Maps, and Flood Insurance Studies
- Ability to work with other Federal, State, local and private partners on various complex and technical issues, including consensus building to collaboratively solve problems
- Ability to prioritize in a highly demanding environment, while making decisions and solving problems
- Ability to quickly assess, analyze, and prioritize issues and formulate appropriate responses
- Ability to provide training on technical topics including electronic NEMIS reviews

- Ability to provide clear, concise oral and written information to Hazards and Performance Analysis (HPA) staff, and clearly communicate complex and technical data to various audiences, including Senior JFO Management